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| **Contestable Fund: Application form** |

*Please complete this application form for the Ministry of Education Contestable Fund.   
 Criteria and other information can be found at* [*Sustainability Contestable Fund*](https://education.govt.nz/school/funding-and-financials/funding/sustainability-contestable-fund?utm_source=application&utm_medium=doc&utm_campaign=sustainability_contestable_fund)*. Please submit your completed application to* [*Sustainabilityfund@education.govt.nz*](mailto:Sustainabilityfund@education.govt.nz) *applications not submitted to this address by the Principal, BOT Chair, or an authorised staff/board member will not be considered.*



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| School/applicant Name: | School Number: |
| School Address: | |
| District/City Council: | |
| Submitter’s Name: | Position: |
| Contact Email Address:  *Note any correspondence regarding your application will be sent to this address* | Phone: |
| Have your received your Ministry Property Advisor’s endorsement? Yes/NO  *If yes please attach a copy of their endorsement to your application* | |

**Note:** If you are submitting multiple projects, please copy the below questions/sections and complete separately for each project as desired. Please keep all application answers in one document, where possible.

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| **Summary -** *A short description on what the application is proposing* |
| Summary Description: |
| Which of the following outcomes will the proposal enable? *[please highlight/delete as relevant]*   * Reduced energy consumption * Increased energy resilience * Replacement of non-renewable energy * Reduction of waste and/or increase recycling * Reduced carbon emissions * Other property project that will deliver a positive sustainability impact |

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| **Estimated Costs (excluding GST)** |
| |  |  | | --- | --- | | **Construction cost**  *What are the costs of your project associated with the actual installation, materials purchased etc.* | $ | | **Associated fees** (e.g. project management, professional fees) | $ | | **Contingency** | $ | | **Total cost** | $ |  |  |  | | --- | --- | | Ongoing new cost to operate or maintain the asset (if applicable) | $ | | How will you fund the ongoing cost (PMG, Community Funding, from savings generated by the asset etc.)? | |   **Notes:**   * *No additional funding will be available to successful applicants. You should include sufficient contingency to deal with any cost-overruns in your application.* ***Do not*** *reduce your contingency amount in order to make your application appear more appealing, or avoid procurement thresholds.* * *If your project cost is >$100,000, more evidence and a compelling rationale for why the project should be funded will be necessary to be successful.* |
| Do you have quotes/estimates? Yes/No  *If yes, please attach these to your application* |

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| **Infrastructure Considerations** |
| Is your project to replace any existing property/infrastructure? Yes/No  If yes, how old is the existing property/structure *(if the existing infrastructure is >10 years old, there will need to be a compelling reasons for replacement)*? |
| Provide a description of the specific assets to be changed and/or created |
| Have you confirmed that this project cannot/should not be funded through other funding streams (e.g.5YA, SIP etc.) with your Ministry Property Advisor?  Yes/no (if yes, explain why this fund is the most appropriate funding channel) |
| Is this project identified in your 10YPP? Yes/No  What other projects will be able to be funded if you are successful? |
| When will the project be completed?  Note schools should plan to complete projects before the end of June 2021. |
| Please state any third-party funding for this project. Please note all assets will be 100% Ministry-Owned regardless of any co-investment. |

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| **Benefits and Sustainability Impact** |
| How does the proposal align with the outcomes sought from the Contestable Fund? |
| How can the project create innovative learning opportunities for students at your school? How will it link to existing or planned curriculum items/activities? |
| Comment on any other benefits associated with the proposal |

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| **Project Management** |
| Comment on how the project will be delivered and your school’s ability to procure and manage suppliers  (if relevant), and oversee the implementation. |
| Comment on how you will manage any cost-overruns |
| A timeline for implementation including major milestones |
| Will you be able to verify the project has been completed?  Yes/No  *Note: that evidence of completion will need to be provided to the Ministry* |
| Will you be able to measure results?    Yes/No  If yes, how will you measure the results? *Successful schools will be required to commit to ongoing performance reporting till June 2023, it is important you demonstrate how this will be possible.* |

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| **Technical Detail- *Note some sections will not be applicable to all projects*** |
| Have you ensured your supplier will provide warranties that are at a minimum industry standard? Have you considered increasing any warranties? Do the warranties cover all components of the asset? Please detail below |
| Have you ensured your school’s existing infrastructure can handle any increased load created by your asset? E.g. is your electrical infrastructure capable of meeting increased demands of switching to electric heating etc. |
| If installing Solar Panels is your proposed supplier a SEANZ-accredited installer?  Yes/No |
| Is there any technical detail of your proposal not mentioned elsewhere which you want the Panel to know? *If you have been provided/have generated technical reports or baseline data etc. please attach these to your application* |